

Position Specifications

Executive Director



THE ORGANIZATION

Kansas is known as the “breadbasket” of the nation because of its role producing food that feeds families around the country. Despite this, one in eight Kansas adults and one in five Kansas children are food insecure, unsure of where their next meal will come from – and reports from charitable food networks indicate the problem is growing.

[Hunger Free Kansas](#) (“HFK”) maintains that we can do better. Launched in 2023 with initial funding and management from the [Kansas Health Foundation](#) (KHF), the organization focuses exclusively on ameliorating food insecurity in the state. Hunger Free Kansas believes that we can move the needle on food insecurity by walking alongside key stakeholders and partners to coordinate existing efforts, identify gaps in service, and mobilize the network around mutually beneficial policy agendas.

To date, Hunger Free Kansas has:

- Established a core team (graphic below) of strategic partners including universities, advocacy organizations, private businesses, philanthropic foundations, and charitable nonprofits to open discussion on ending hunger
- Examined landscape-level food insecurity data and reviewed the existing strategy landscape to craft a hypothesis for impact built around network mobilization
- Through KHF’s first crowdsourced initiative, supported the disbursement of grant money to local coalitions working on food insecurity and to innovative ideas to end hunger in KS
- Launched a website and additional communications components at hungerfreekansas.org

Ending hunger in Kansas is the first major health challenge KHF invested in under its new [strategic framework](#) to help lead the nation in health. Hunger Free Kansas will initially sit underneath the KHF umbrella, reporting directly to the KHF CEO and an advisory Board of Directors.



THE OPPORTUNITY

Hunger Free Kansas seeks a driven, collaborative, and solution-oriented mobilizer to lead the activation of strategic partners towards a statewide effort to end hunger. The Executive Director will be responsible for advancing the organization's culture, capabilities, processes, and impact to effectively coordinate and co-lead state-level engagement. As the public face for the organization and the mission, the Executive Director must build foundational trust with key stakeholders to inspire further innovation and collaboration.

ROLES AND RESPONSIBILITIES

Specific tasks of the Executive Director will include, but not be limited to the following:

Executive Leadership and Organizational Management

- Fostering a collaboration-first culture between internal and external stakeholders.
- Hiring staff as approved by the advisory Board of Directors to support fundraising, finances, operations, comms, evaluation, program, policy, and other areas as needed.
- Establishing goals, objectives, operational plans and performance measures in collaboration with the staff and advisory Board of Directors.
- Overseeing the day-to-day operations of the organization and ensuring its overall successful long-term sustainability.
- Building and administering the annual budget, with advisory Board approval.

External Relations and Communications

- Increasing hunger awareness and promoting HFK as an authority on hunger in Kansas.
- Establishing and deepening partnerships in the pursuit of shared mission.
- Convening core partners and key stakeholders as needed to advance HFK's mission.
- Building strategic relationships with government leaders, organizational leaders, corporate partners, elected officials, and others to support expansion and effective execution of HFK's work, vision, and strategic plans.
- Developing a public relations strategy through media outreach.
- Creating a data dashboard/data bank on all aspects of hunger's statewide effects and efforts to eradicate hunger in Kansas.
- Monitoring and communicating key metrics to partners, key stakeholders, and the public.

Alignment with Advocacy and Policy Work

- Guiding the annual process of evolving a joint HFK policy agenda to ensure
 - a) core partners priorities related to the issue are included,
 - b) the policy agenda is both practical and aspirational, and
 - c) agenda progress is tracked and communicated to all stakeholders regularly.
- Establishing and maintaining professional relationships with members of government in support of items of interest/concern for partner organizations and the Board, especially personnel from state agencies who relate to hunger/partner organization operations.
- Initiating appropriate meetings as driven by advocates/partners to convene government representatives and partner organization advocacy staff to facilitate potential actions by government officials and agencies.

Development and Fundraising

- Driving development and fundraising in collaboration with the board of directors.
- Cultivating relationships with the organization's portfolio of individuals, foundations, government officials/agencies, and corporate supporters.
- Securing the organization's financial sustainability by planning and evaluating financial needs and establishing fundraising plans for the organization's future.

Board Governance

- Ensuring that the organization maintains regular and ongoing communication to build strong relationships with the entire advisory Board.
- Attending all advisory Board meetings and providing updates on staff as well as current work, project timelines, and project and organizational progress in key areas.
- Working closely and transparently with the advisory Board and its committees, ensuring ongoing communication of risks and obstacles as well as successes.

DESIRED EXPERTISE

The ideal candidate will have functional, people, and strategic expertise:

Functional	People	Strategic
<ul style="list-style-type: none"> • Bachelor's degree preferred, or equivalent combination of education and experience • Experience managing high-level partnerships across multiple sectors • Experience in strategic planning and systems thinking • Strong budget management, planning, and forecasting skills • Fundraising and revenue strategy experience • Strong project and people management experience • Familiarity with the Kansas nonprofit ecosystem, the policy environment, the business community, and the philanthropic landscape 	<ul style="list-style-type: none"> • Consensus-building ability across lines of difference • Exceptional written and oral communication skills • Excellent listening skills • Ability to inspire and motivate stakeholders at all levels • Ability to create and articulate shared vision • Strategic relationship-building skills and emotional intelligence • Inclusive and trust-based leadership • Ability to stay calm, cool, and collected under stress • Consistent and uncompromising adherence to moral and ethical principles • Diplomacy and a sense of political savvy • Humility, patience, and self-awareness 	<ul style="list-style-type: none"> • Ability to diagnose complex problems and prescribe solutions • A commitment to food justice and positive impact for Kansans • Flexibility and adaptability • Strong decision-making instincts and prioritization ability faced with competing stakeholder priorities • Creativity, divergent thinking, and a healthy spirit of innovation • Ability to balance tactical execution of day-to-day tasks with strategic imperative of organization's long-term vision • A change management skillset, and an orientation towards building systems, processes, and procedures

COMPENSATION & BENEFITS

The projected compensation range for this position is **\$140,000 - 160,000 annually** and will be in accordance with the background and experience of the selected candidate. Hunger Free Kansas, through KHF, is proud to offer outstanding employee benefits, including full medical, dental, and vision coverage. More details about benefits can be provided upon request.

LOCATION

This position will work throughout the state of Kansas, with a heavy presence in Kansas City, Topeka, and Wichita. The Executive Director can work out of a remote location of their choosing anywhere within the state, with a strong preference for Wichita. Office space will be provided at the KHF offices out of which the Executive Director may operate. The selected candidate must currently reside within the state of Kansas or be willing to relocate.

NON-DISCRIMINATION

CBIZ EFL Associates and Hunger Free Kansas maintain a policy of non-discrimination in employment and complies with and supports all federal, state, and local laws regarding discrimination in employment. Specifically, the organizations do not discriminate in employment opportunities or practices on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin or ancestry, age, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by federal, state, or local law.

APPLICATION

CBIZ EFL Associates, a retained executive search firm, is partnering with Hunger Free Kansas on this important and exciting search. All inquiries regarding this search should go directly to the search firm. All applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled. Interested candidates should email a current résumé or CV to the email addresses listed below.

CONTACT

For all inquiries, nominations, or applications, please contact the following members of the CBIZ EFL Associates team.

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